



4C Online Training

General description and Agenda

Content

Day I:

Relevant Topics in Coffee and Cocoa Certification, Business Partner Map (BPM), Exercise on the BPM, 4C Risk Assessment Procedure and Sample Size Calculation

Day II:

4C Audit Checklist and Auditing Method, Exercise on the 4C Audit Checklist, Requirements for Maintenance of 4C Certification, Exercise on the Improvement Plan (IP)





4C Online Training

4C IS A GLOBAL LEADING COFFEE CERTIFICATION SCHEME which applies strict requirements on economic, social and environmental conditions for coffee production and processing, aiming to establish sustainable, trustworthy and fair coffee supply chains.



This training offers an overview of the 4C System and guides its participants through the certification process, both for coffee production and for chain of custody, ensuring a better understanding and implementation of the audit requirements and procedures.



Benefits at a glance



Get familiar with the **4C Certification**, including **Chain of Custody**



Learn how to successfully **implement sustainability requirements**

- Companies -



Master the application of **audit requirements and procedures**

- Auditors -



Discover the new **developments in the 4C System**



TARGET GROUPS:

- Auditors
- Companies,
including existing Managing Entities of 4C Units and interested producer cooperatives and associations, traders and exporters, as well as roasters, retailers and brand owners
- NGOs and research bodies
- Authorities
- Other interested parties



4C Online Training



1 **Preparation**

Review all modules with the tag **"4C Core Training"**.
Preparation for answering questions in live training.

Theoretical focus

2 **Live Training**

Recapitulation of key key concepts and processes, training exercises and resolution of questions arising from the review of the knowledge base.

Practical focus - interactive setting

Please find a detailed agenda for each day below



FEES

Regular Fee*:

Complete training: 785,00 EURO

The complete training is mandatory for new auditors, evaluators and certifiers.

*Not including German VAT (applies only to companies located in Germany)

Discounts and System Users Benefits:

- All 4C cooperating CB are **granted 5 free training tickets** for the 4C Core Live Training per year.
- All 4C certified ME and 4C IBs and FBs **are granted 2 free tickets** for the 4C Core Live Training per year.
- Additionally, a Group Discount Scheme is available.

For more detail, see our website or contact info@4c-services.org

Early Bird Discount
of 15% if booking at
least 30 days ahead



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AGENDA

11-12 March 2025, Working language: **English**

Relevant Topics in Coffee and Cocoa Certification, Business Partner Map (BPM), Exercise on the BPM, 4C Risk Assessment Procedure and Sample Size Calculation

Day I, 11 March 2025

Time (Berlin Time)	Topic
09:00 – 09:05	Welcome
09:05 – 09:20	Relevant Topics in Coffee and Cocoa Certification
09:20 – 09:25	Questions and Answers
09:25 – 09:45	Business Partner Map (BPM)
09:45 – 11:15	Group Work I BPM
11:15 – 11:25	Business Partner Map (BPM)
11:25 – 11:40	Coffee Break ☕
11:40 – 12:20	Group Work II BPM CoC
12:20 – 12:55	4C Risk Assessment Procedure and sample size calculation
12:55 – 13:05	Questions and Answers
13:05 – 13:10	Day Closing and Feedback


Day II 



4C Online Training

4C Audit Checklist and Auditing Method, Exercise on the 4C Audit Checklist, Requirements for Maintenance of 4C Certification, Exercise on the Improvement Plan (IP)

Day II, 12 March 2025

Time (Berlin Time)	Topic
09:00 – 09:05	Welcome
09:05 – 09:40	4C Audit checklist and auditing method
09:40 – 10:45	Group Work III Audit Checklist
10:45 – 10:50	Questions and Answers
10:50 – 11:05	Coffee Break 
11:05 – 11:30	Requirements for the Maintenance of 4C Certificate
11:30 – 11:35	Questions and Answers
11:35 – 12:50	Group Work IV Improvement Plan
12:50 – 13:00	Day Closing and Feedback